



United States Sentencing Commission

Vacancy Announcement

POSITION:	DOCUMENT ANALYST (Full-time, permanent. Multiple positions may be filled)
ANNOUNCEMENT:	#09-14
SALARY RANGE:	GS-0303-07/08/09 (\$41,210 – \$65,531 per annum)
OPENING DATE:	Tuesday, July 14, 2009
CLOSING DATE:	Open Until Filled (1st cut off date for review of applications: Tuesday, August 4, 2009)
AREA OF CONSIDERATION:	All Qualified Sources
ORGANIZATION LOCATION:	United States Sentencing Commission, Office of Research and Data Collection, Washington, DC

ABOUT THE COMMISSION

The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate, two non-voting *ex-officio* members, and approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines; conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices.

BENEFITS AND CONDITIONS OF EMPLOYMENT

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires fingerprinting.

DUTIES AND RESPONSIBILITIES

The incumbent's daily activity will focus on analyzing electronic sentencing documents, extracting sentencing data, and accurately entering the information into an electronic database according to established criteria. Duties include: (1) learning federal sentencing guideline application according to established procedures; (2) ensuring sentencing documents are received in a format that is approved and required by the Commission; (3) identifying and screening out non-guidelines cases mistakenly forwarded by the courts; (4) analyzing and processing documents relating to original sentences according to established procedures; identifying, interpreting, and extracting sentencing information and accurately entering data into an electronic database; (5) analyzing probation violation and re-sentencing documents and accurately entering data into database regarding document status, type of probation violation, and updated sentencing information; (6) attempting to resolve database

error messages before cases are completed; properly documenting issues, noting processing difficulties and identifying cases that need follow-up or resolution; (7) coordinating workflow with the document analyst manager to ensure daily quotas are met with accuracy; (8) complying with established office procedures, maintaining confidentiality and protecting the privacy and security of all federal sentencing documents and confidential court documents received, and; (9) completing special projects as directed by the document analyst manager.

MANDATORY QUALIFICATION REQUIREMENTS

Applicants must have one year of specialized experience at the next lower grade level which is in or directly related to the line of work of this position, or experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Applicants must have excellent analytical and organizational skills. Completion of an undergraduate degree may be substituted for the specialized experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

In order to be considered for this position, applicants must address the following KSAs in a cover letter or separate written narrative statement: (1) education and experience related to the mandatory qualification requirements, and (2) demonstrated experience in the following areas:

- (a) Knowledge of the types of sentencing documents used in federal criminal cases, the federal sentencing guidelines, and the federal criminal justice system.
- (b) Ability to handle multiple assignments, focus on details, and produce precise work products in a timely manner to ensure deadlines are met.
- (c) Knowledge and demonstrated data processing experience and knowledge of data quality assurance procedures.
- (d) Ability to analyze federal sentencing documents, identify sentencing variables and interpret sentencing information with respect to the way the federal sentencing guidelines were applied in a particular case.
- (e) Ability to interact successfully with staff at all levels and work effectively as a team member.

HOW TO APPLY: To be considered, applicants must submit: (1) a cover letter, (2) resume, and (3) a narrative that addresses the knowledge, skills, and abilities (KSAs). Please submit application materials to vacancy2@ussc.gov. We prefer that applicants submit materials via e-mail, however applications may be mailed to the Commission at the address below. Please only submit one application package via mail or e-mail.

**United States Sentencing Commission
Office of Human Resources
Attn: Announcement Number #09-14
One Columbus Circle, NE, South Lobby, Suite 2-500
Washington, DC 20002-8002**

Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their E-mail. The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 PM) on the closing date.** For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

AN EQUAL OPPORTUNITY EMPLOYER